Vendor/Contractor Badge Request

Instructions:
- Print this page on requesting UVM department letter head.
- Fill out request below. (Please fill out ALL fields)
- **List names of employee as it appears on their driver's license or other form of government issued ID**.
- Expiration date must be filled in or it will default to 90 days, date cannot exceed one year. *
- **IDs are $10.00 each which are paid by the department chart string or by the vendor/contractor**.
- **Vendor/contractor must show a drivers license or other government issued ID when getting their ID card**.*
- If door access is required fill out a key access request form. ***

The Department of _____ requests vendor/contractor ID's for the
                     UVM Department
company or corporation of _____.
                     Name of company or corporation

The expiration date for IDs is __ __-__ __- __ __ __ __. **This cannot exceed one year.**
                                   month-day-year

UVM Chair/Manager/ Supervisor Submitting Request_____
                                Please print
UVM Chair/Manager/Supervisor Signature _____Date_____

Please issue ID's to the following individuals (please print names as they appear on supporting ID)

1)_____   5)_____

2)_____   6) _____

3)_____   7)_____

4)_____   8)_____

Department Chart String

PS Account	Operating Unit	Dept	Fund	Source	Function	PC Business Unit	Project	Activity	Program	Purpose	Property

*For Policy information click on http://www.uvm.edu/policies/general_html/badge.pdf

***For Access fill out access request form://www.uvm.edu/~uvmppd/forms/request_for_keys.pdf

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